

BOARD OF EDUCATION  
ROSELAND, NEW JERSEY

MINUTES  
BUSINESS MEETING  
MARCH 27, 2018 – 7:30 p.m.

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**DATE**

March 27, 2018

**PRESENT BOARD MEMBERS**

Mrs. Gordon  
Mr. Gorman  
Mrs. Perrotti  
Mrs. Savarese  
Mrs. Scaraggi

**MEETING**

Business Meeting

**ABSENT**

**TIME**

7:31 p.m.

**ADJOURNED**

9:03 p.m.

**OTHERS PRESENT**

Ms. Somers  
Ms. Kot  
Mr. Edward Burke (*The Progress*)  
Community Members

**PLACE**

Lester C. Noecker School

I. **CALL TO ORDER** – Mrs. Gordon called the meeting to order at 7:31 p.m.

II. **STATEMENT OF COMPLIANCE** - Open Public Meeting Act

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this regular meeting has been properly advertised in the newspapers of record, and the agenda has been posted at the appropriate locations, and a copy has been filed with the Borough Clerk of Roseland.

**ROLL CALL:** Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *Present*.

III. **FLAG SALUTE**

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**IV. BOARD PRESIDENT REPORT**

- Mrs. Gordon congratulated staff and students on the 3rd and 4th Grade Music Concert as well as everyone involved in the school play, *The Music Man*.

**V. SUPERINTENDENT REPORT**

**VI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

- Preliminary Budget (Board Goal #2) / (District Goal #3)
  - Ms. Somers and Ms. Kot presented the 2018-2019 Preliminary Budget. Ms. Somers thanked the Administration and the members of the Finance Committee for all the hard work and long hours that went into preparing the Preliminary Budget.
  - Ms. Kot provided an overview of the Budget Process and deadlines for submission to the County and State.
  - Ms. Somers documented the major changes from the 2017-2018 Budget to the present. The primary goals sought to be accomplished during budget development were also discussed, including minimizing the tax impact to the community, maintaining programs and class sizes, while also planning for the unknown.
  - Ms. Kot provided an overview of planned Expenditures and anticipated Revenues for the coming year. Nearly 75% of the entire Budget is dedicated to Employee Salaries and Benefits. The Board of Education and the REA are in contract negotiations this year, therefore a Salary Guide has yet to be established. Anticipated Health Benefit costs were discussed, as well as increasing Transportation costs. The primary source of Revenue in the district is the Local Tax Levy, comprising approximately 90% of all Revenues. The district was awarded an additional \$35,467 in State Aid over the prior year, which helped to reduce the requisite tax impact.
  - The district is entitled to two Budget Adjustments for the coming year; an Enrollment Adjustment and a Health Care Adjustment. These Adjustments allow for a non-voted-upon tax increase above the commonly known “2% Cap.” The district will be taking a portion of these Adjustments in order to maintain programs and services and accommodate increasing costs.
  - The total Tax Levy increase presented for the 2018-2019 School Year is 3.47%, which equates to approximately \$266,000 over last year’s Budget.
  - Three Capital Projects are set to be undertaken from monies set aside in prior years to fund the Long Range Facilities Plan. Boilers will be repaired, the Media Center will receive an update and painting and security upgrades will be completed. The cost of these projects does not impact the Tax Levy.

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- The full Preliminary Budget Presentation can be viewed on the Lester C. Noecker website under “[2017-2018 Board Highlights and Minutes.](#)”
- The Final Budget will be presented and voted upon at that April 26, 2018 Regular Board Meeting starting at 7:30 p.m. in the Lester C. Noecker Media Center.

**VII. PUBLIC COMMENT** – On agenda items only

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on agenda items only** during this three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after this public portion of the meeting has concluded. Everyone has the freedom to speak, but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

- Five community members spoke. Mr. Burke inquired about the proposed school Tax Levy calculation per \$100. Other topics included a World Language Teacher, the reduction in instructional Aides, the outsourcing of Special Education services, the hiring of a Technology Teacher and possible dates to make up snow days at the end of the school calendar. The Board addressed each comment.

**VIII. APPROVAL OF ACTION ITEMS**

**BOARD MINUTES/REPORTS**

RPT-33-18    Approve Board Meeting Minutes

RPT-34-18    Approve the March 2018 HIB Report

MOTION by Mrs. Perrotti, SECOND by Mr. Gorman

**ROLL CALL:** Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

RPT-33-18    Approve Board Meetings Minutes

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Regular and Closed Session Board Minutes for March 13, 2018.

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RPT-34-18    Approve the March 2018 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the March 2018 HIB report.

**FINANCE/FACILITIES**

FIN-145-18    Approve Travel and Work Related Expenses

FIN-146-18    Adoption of the Preliminary 2018-2019 Budget

FIN-147-18    Approval of Maximum Travel Expenditures for 2018-2019 School Year

FIN-148-18    Approve Participation in the Joint Transportation Agreement with the Sussex County Regional Transportation Co-Operative for the 2018-2019 School Year for Special Education Transportation

FIN-149-18    Approve the Essex Regional Educational Services Commission for Student Transportation for the 2018-2019 School Year for General Education and Field Trip Transportation

MOTION by Mrs. Savarese, SECOND by Mrs. Perrotti

**ROLL CALL:** Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

FIN-145-18    Approve the Travel and Work Related Expenses

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, and in accordance with the travel policy, hereby approves the following travel expenses:

Staff Member:	Julie A. Kot
Event:	Rutgers Purchasing Program on Public School Bidding
Location:	Rutgers University, New Brunswick
Purpose:	Professional Development
Date:	April 11, 2018
Cost:	\$242.00
	Tolls & Mileage at OMB rate

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FIN-146-18 Adoption of the Preliminary 2018-2019 Budget

**RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, authorizes the submission of the 2018-2019 Preliminary School Budget to the Essex County Executive Superintendent of Schools with the following Fund Allocations:

<u>2018-2019 Budget</u>	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$8,742,823.00	\$7,948,541.00
Total Special Rev. Fund	\$ 114,147.00	n/a
Total Debt Service Fund	\$ 821,300.00	\$ 821,300.00
Totals	\$ 9,678,270.00	\$ 8,769,841.00

**BE IT FURTHER RESOLVED**, that the Roseland Board of Education authorizes as included in budget line 620, Budgeted Withdrawal of Capital Reserve – Excess Costs & Other Capital Projects, the transfer of an amount of \$105,000.00 from Capital Reserve for other capital projects including repairs and replacement of parts to existing boilers (\$50,000.00), updating and reconfiguring the Media Center (\$50,000.00), completing school painting/security upgrades (\$5,000.00). The total cost of these projects is \$105,000.00, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards and security audit measures determined by the Commissioner as necessary to achieve the New Jersey student learning standards and;

**BE IT FURTHER RESOLVED**, that the Roseland Board of Education included an enrollment adjustment in the base budget in the amount of \$70,316, the full amount of an allowable adjustment generated automatically by the State of New Jersey in the budget year 2018-19.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Roseland Board of Education included a health care cost adjustment in the base budget in the amount of \$41,313, a portion of an allowable adjustment generated automatically by the State of New Jersey in the budget year 2018-19.

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FIN-147-18 Approval of Maximum Travel Expenditures for 2018-2019 School Year

**RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, approves the following resolution;

Whereas, the School District Travel policy, # 6471 and N.J.A.C. 6A:23A-7.3 provides that annually in the pre-budget year, each board shall establish by board resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed.

Whereas, the Roseland Board of Education established \$25,000.00 for the 2018-2019 school year.

**NOW THEREFORE BE IT RESOLVED**, that the Roseland Board of Education hereby establishes the school district travel maximum for the 2018-2019 school year at the sum of \$25,000.00, which includes board members, administrators, teachers, custodians and support staff.

FIN-148-18 Approve Participation in the Joint Transportation Agreement – Sussex County Regional Transportation Cooperative for the 2018-2019 School Year for Special Education Transportation

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the contract for participation in a joint transportation agreement with the Sussex County Regional Transportation Cooperative for the 2018-2019 school year for Special Education Transportation.

FIN-149-18 Approve the Essex Regional Educational Services Commission (ERESC) for General Education Student and Field Trip Transportation for the 2018-2019 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the Essex Regional Educational Services Commission (ERESC) for General Education Student and Field Trip Transportation for the 2018-2019 School Year.

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**POLICIES, REGULATIONS AND BYLAWS**

PRB-06-18    Approve a First Reading the Revised/New Policies, Regulations, Bylaws

MOTION by Mr. Gordon, SECOND by Mrs. Perrotti

**ROLL CALL:** Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

PRB-06-18    Approve a First Reading the Revised/New Policies, Regulations, Bylaws

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves on first reading and adopts the following policies/regulations:

P0169.02	Board Member Use of Social Networks
P3437	Military Leave
P4437	Military Leave
R5460.1	High School Transcripts
P5516.01	Student Tracking Devices
P7425	Lead Testing of Water in Schools
P7440	School District Security
R7440	School District Security
P7441	Electronic Surveillance in School Buildings and on School Grounds
R7441	Electronic Surveillance in School Buildings and on School Grounds
P8630	Bus Driver/Bus Aide Responsibility
R8630	Emergency School Bus Procedures
P9242	Use of Electronic Signatures

**IX.    PUBLIC COMMENTS**

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on any topic** during the three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after the public portion of the meeting has concluded. Everyone has the freedom to speak, but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

- No public comment.

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**X. CORRESPONDENCE**

- None

**XI. OLD BUSINESS**

- No old business.

**NEW BUSINESS**

- Ms. Gordon raised the topic of the NJ School Boards Annual Delegate Assembly being held on May 19, 2018, and encouraged any Board Member who would like to be a Delegate or Alternate Delegate to speak with Ms. Kot.

**XII. CONSIDERATION FOR CLOSED SESSION- 8:24 p.m.**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Resolution for Closed Session:

RESOLVED, by the Board of Education of the Borough of Roseland, that it shall meet in Closed Session this evening following the Special Business Meeting to discuss personnel and student matters, including HIB #2017-2018-005, 2017-2018-006, 2017-2018-007.

The Board will publicly disclose information pertaining to topics discussed as soon thereafter as possible and once the reasons for non-disclosure no longer exist. The topics to be discussed are within the exemptions which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.

The Board will reconvene in public at **8:45 p.m.** and may take action following the closed session.

MOTION by Mrs. Perrotti, SECOND by Mrs. Savarese

**ROLL CALL:** Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*



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- The Board adjourned to Closed Session at approximately 8:24 p.m. Notice was given that the Board would reconvene the Public Session at 8:45 p.m. and may take action.
- At 8:47 p.m., the Ms. Kot advised that Closed Session was on-going and that the Board would reconvene at approximately 9:00 p.m. No members of the community were in attendance in the Lester C. Noecker Media Center at 8:47 p.m.

**XIII. REOPEN INTO PUBLIC SESSION - 9:02 p.m.**

MOTION by Mrs. Perrotti, SECOND by Mrs. Savarese

- The Board reconvened the Public Session at 9:02 p.m.

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

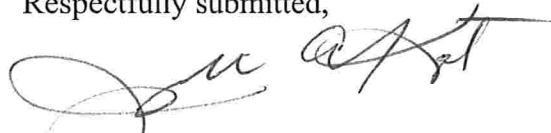
**XIV. ADJOURNMENT - 9:03 p.m.**

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

- The Board adjourned the meeting at 9:03 p.m.

The next Regular Board Meeting will be held on Thursday, April 26, 2018 at 7:30 p.m., in the Lester C. Noecker Media Center.

Respectfully submitted,



Julie Kot  
Business Administrator/Board Secretary